



Sunday, November 24, 2002

## PICT Agreements and Roles

### Agreements:

- Don't be afraid to ask questions
- Be open to new things
- Share ideas
- Have patience (integrate tools and process with previous background)
- Cooperation
- Take time outs and evaluate our process
- Debrief
- Have one-on-one conversations
- Practice facilitation skills
- Evaluate our level of detail (nitty gritty vs. big picture)
- Think of each training as a separate project

### Roles & Responsibilities:

All	Midge	Doug	Jo Ann	Ryan
	<i>Program Lead</i>	<i>Project Manager</i>	<i>Project Manager</i>	<i>Process Coach</i>
<ul style="list-style-type: none"><li>- Attend weekly touchpoints</li><li>- Review project management issues</li><li>- Discuss best practices</li><li>- Create agenda and outcome summary</li></ul>	<ul style="list-style-type: none"><li>- Available for help when needed</li><li>- Know major milestones</li></ul>	<ul style="list-style-type: none"><li>- Pell/Direct Loan Project Mgr.</li><li>- Non-traditional training Project Mgr.</li><li>- Backup for Jo Ann</li></ul>	<ul style="list-style-type: none"><li>- FISAP Project Mgr.</li><li>- Perkins Project Mgr.</li><li>- Backup for Doug</li></ul>	<ul style="list-style-type: none"><li>- Help group stick to agreements (see above)</li><li>- Offer one-on-one coaching</li><li>- Communication planning coach</li><li>- Help group use tools and templates</li></ul>